

Policy Title: Examinations – Re-read

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 30, 2023	Effective date:	June 1, 2023
Policy Sponsor:	Vice President, Academic	Date last reviewed:	March 30, 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	March 30, 2023

1. POLICY

1. A student who believes that their performance is not adequately reflected in their grade on a written examination or other written assessment may request an official re-read by petitioning the Registrar in writing and paying the re-read fee.
2. If, after the re-read, the grade has been changed to the advantage of the student, the re-read fee will be refunded.

2. PURPOSE

To provide a review of the student’s examination to ensure that the grade assigned accurately reflects the student’s academic performance on the examination.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Academic Appeals

6. DEFINITIONS

Business days are Monday through Friday (except holidays).

An examination re-read is an opportunity for a student to review their examination with a goal of improving their grade.

An examination review is an opportunity afforded to a student to review their examination with a goal of understanding where they need to improve learning. This is a remediation opportunity

New Policy Approved (date):	
Policy Revision History (dates):	December 16, 2010 April 27, 2017 March 31, 2022 March 30, 2023

-----**END OF POLICY**-----

7. PROCEDURES

Within five business days of the grade being posted, the student may request a re-read of their written examination by petitioning the Registrar in writing and paying the re-read fee.

1. Only the following parties will be present for the re-read
 - a. the student, or if they are unable to attend for any reason, a designate chosen by the student
 - b. the faculty member(s)
 - c. the Registrar, or designate
2. The faculty member will bring the student's examination to the re-read.
3. Students are allowed to bring the required textbook(s) or course materials for the course to the re-read. No recording is allowed. The student will be given an opportunity to review their examination during the re-read. External sources to support the student's position may be considered if approved by the course instructor and Director of Education.
4. Should the grade change after the re-read, the faculty member will change the grade in the gradebook if the grade is unofficial, and if it is official the faculty member will notify the Registrar using the Grade Change Form.
5. If the grade is changed to the advantage of the student, the re-read fee will be refunded as a credit to the student's account, authorized by the Registrar.

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8. ATTACHMENTS

None.